
TRAINING ALERT

For

CHILD NUTRITION PROGRAM PERSONNEL

Number 19



Courses Scheduled by the
San Jose State University
California Professional Nutrition Education
and Training (CAL-PRO-NET) Center

Summer-Fall Courses
2002

San Jose State University will offer **Child Nutrition Program Administration**, an overview course for new directors, from Sunday, July 28, 2002 – Friday, August 2, 2002. The session covers the management of child nutrition programs. Another course, **Effective Teaching Strategies** (ETS), will provide strategies for teaching the adult learner. The dates for Part 1 will be October 22 – 25 2002 and the dates for Part 2 are January 8 – 10 2003. We hope that the directors, specialists, and teachers who successfully complete ETS will provide ongoing staff development in their districts and agencies. Likewise, these trainers are potential members of the CAL-PRO-NET Instructional Cadre. Please refer to the information below, which provides additional information on each course. You may also contact Sandy Queen at (408) 924-3125 for details.

Child Nutrition Program Administration

Date: July 28-August 2002 (course begins on Sunday at 1:00 p.m. and ends on Friday at 3:30 p.m.)

Fee: \$550.00, which includes three manuals, registration, and some meals.

Target Audience: Directors and supervisors

Description: Child Nutrition Program Administration (CNPA) is valuable in orienting recently appointed school or child care food service directors to the child nutrition program. In addition, people from other facets of the food service industry will learn about policies, regulations, and other management information specific to child nutrition programs. The course also provides an excellent update for directors who have been in child nutrition positions for several years. Topics include marketing practices, fiscal systems, purchasing procedures, and human resources management. Framing the course is the American School Food Service Association's, "Keys to Excellence", which provides guidance on how to achieve a quality child nutrition program. Facilitators for the course are Lia Robinson, Child Nutrition Director (CND), Moreno Valley USD, and Carol Hiort-Lorenzen, former CND. The CNPA course provides three-semester-units of optional credit.

Effective Teaching Strategies

Dates: October 22-25, 2002 (Part I)
January 8-10, 2003 (Part 2)

Fee: \$550, which includes two manuals, registration, and some meals.

Target Audience: Directors, supervisors, and college instructors; also nutrition education specialists and classroom teachers.

Description: Effective Teaching Strategies (ETS) 2002 provides directors and other trainers with information and skills to plan lessons and teach staff by using a variety of lesson models and teaching strategies. Nutrition education specialists will find the course useful in performing curriculum development and other partnership activities with teaching staff. Teachers interested in presenting nutrition education lessons in the classroom may attend. The course will feature effective use of the media, PowerPoint techniques, poster board presentations, and assessment practices. Participants will play an active role throughout the course. Facilitator for the course is Margaret Hughes, Ph.D., Department of Education, SJSU. The ETS course provides three-semester-units of optional credit.

- A REGISTRATION FORM AND OTHER INFORMATION ON THE INSTRUCTIONAL SESSIONS IS ON THE BACK OF THIS FLYER.

- ALSO, ON THE BACK OF THE FLYER IS INFORMATION ON OTHER NSD/CAL-PRO-NET PROFESSIONAL DEVELOPMENT ACTIVITIES.

Fee

The fee of \$550.00 for each course must reach SJSU seven days prior to the course starting date. You may send a check or a purchase order with your registration form or fax the form and mail the fee. If the course you request is full, your registration fee will be returned.

How to Register

- Please complete the registration form at the bottom of this page, and return it to SJSU.
- You may copy the registration form if more than one person from your district is applying.
- Registration is on a first-come, first-served basis. You will receive a confirmation letter when you are enrolled in the class. If the class is full, SJSU will also notify you.

Refunds and Cancellations

- You may cancel your place in the course if your plans change. Cancellations must be received one week prior to the course starting date to be eligible for a refund.

Additional Information

- Please call Sandra Queen at (408) 924-3125 for information on the courses, **including how to enroll on a credit basis.** You may also contact Violet Roefs, Nutrition Education Consultant, California Department of Education, at (800) 952-5609.

Coming Professional Development Activities

- Conference Series: The Nutrition Services Division is scheduling two series of conferences for the coming school year. In October-November 2002, the Fall Conference will be held at seven sites throughout California. The agenda will include program information and sessions on nutrition policy, best practices, and on fiscal issues. The NSD will send a "Save the Date" flyer to National School Lunch sponsors in July 2002. A second series will be offered in late winter. Additional information on the conferences will be sent to sponsors that will focus on one current topic.
- Education and Training Needs Assessment: The Cal Poly Pomona, CAL-PRO-NET Center will conduct an Education and Training Needs Assessment in Fall 2002. This is the first stage in implementing the NSD Education and Training Strategic Plan. We will need your assistance and cooperation as a participant in focus groups and/or in completing the needs assessment survey. The results of the survey will provide guidance in establishing instructional programs for child nutrition personnel in the future.
- Contact Violet Roefs at (800) 952-5609 for details.

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Program benefits are available to all without regard to race, color, sex, handicap, age, or national origin. This institution is an equal opportunity provider.

REGISTRATION FORM (Submit One Form for Each Applicant)

State title and location of course that you will attend: _____

Name _____ Job Title _____

District _____ School: _____

Mailing Address _____

(Enter your physical address, not a post office number) _____

Daytime Phone () _____ Fax () _____

Course Fee _____

Form of Payment _____ Check _____ Purchase Order Number _____ Money Order _____

Please call for information or return application to:
CAL-PRO-NET Office, SJSU
Attn: Sandra Queen
One Washington Square

San Jose, CA 95192-0058

Phone: (408) 924-3123

REWRITTEN PER:	PREPARED BY:	CONFIRMED:	CONFIRMED:	CONFIRMED:
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	(Date) August 1, 2002	(Date)	(Date)	(Date)